



## OER Growers Blog

<http://blog.oergrowers.gr>

### *How to Post on the Blog*

v2.0

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## 1. What is blog?

A blog is a collection of commentary posted on the internet. There are all different types of blogs including personal, corporate, political, podcasts, photographic, and more. Blog posts are typically displayed in reverse-chronological order with the latest posts at the top. Many blogs allow readers to comment on the blogger's post, which can create a sense of community and encourage discussion.

### 1.1 Blog Types

- Personal blogs - The personal blog, an ongoing diary or commentary by an individual, is the traditional, most common blog.
- Microblogging - Microblogging is the practice of posting small pieces of digital content which could be text, pictures, links, short videos, or other media—on the Internet. Microblogging offers a portable communication mode that feels organic and spontaneous to many and has captured the public imagination.
- Corporate and organizational blogs - A blog can be private, as in most cases, or it can be for business purposes. Blogs used internally to enhance the communication and culture in a corporation or externally for marketing, branding or public relations purposes are called corporate blogs.

### 1.2 What is WordPress

WordPress lets you easily create your own blog and write about the things that interest you.

### 1.3 Blog's advantages

- Freedom of speech
- Share knowledge with other people
- Make friends online
- Can be used as a diary

### 1.4 Blog's disadvantages

- Need to keep it constantly updated otherwise you lose potential readers
- Easy to start, hard to maintain

## 2. Creating a new post on the OER Growers blog

In order to create a post you should first log in



The image shows the WordPress login page. It features the WordPress logo at the top left. Below it is a login form with two input fields: 'Username' and 'Password'. There is a 'Remember Me' checkbox and a 'Log In' button. Below the form are two links: 'Lost your password?' and '← Back to OER Growers Blog'. To the right of the form, a large blue bracket points to the text: 'Fill in your username and password and press “Log In”'.

Figure 1: Log in

After logging in you are on the main Administration Screen called the Dashboard. The WordPress Dashboard is where you can control all of the functions of your blog.

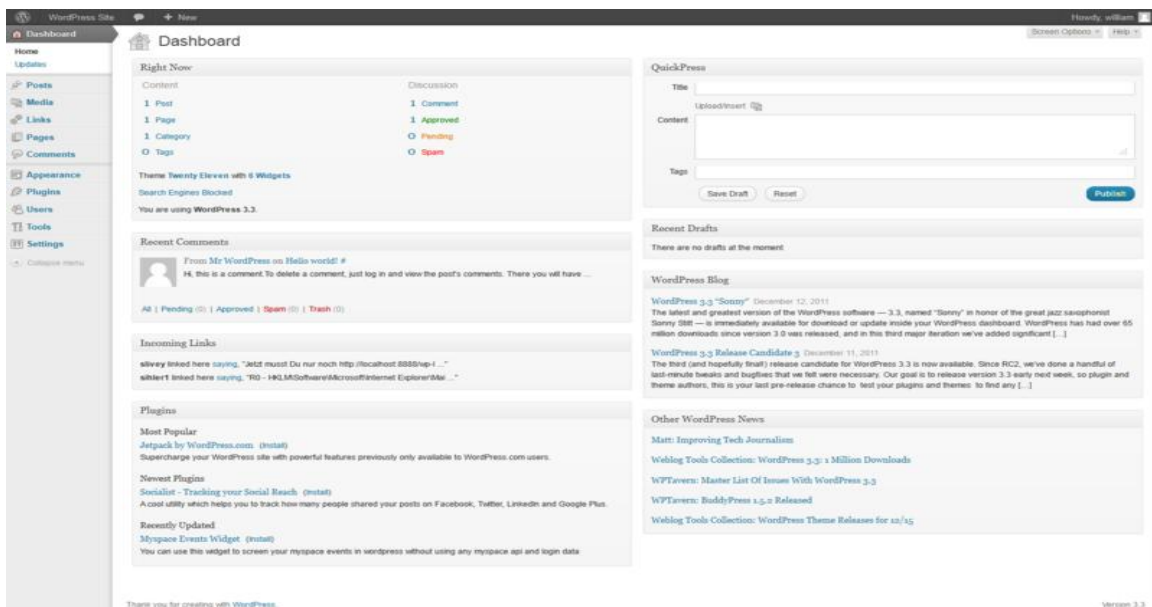


Figure 2 Dashboard

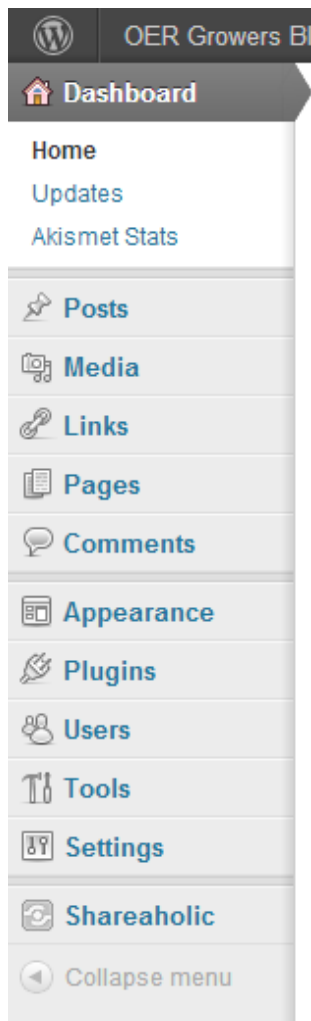


Figure 3 Sidebar

- Posts - allows you to write, delete or update a post
- Media - allows you to upload or delete images
- Comments - allows you to approve or delete comments
- Pages - allows you create or delete pages
- Setting - allows you to edit the technical information on your blog including the title, subtitle and more.

## 2.1 Create new post

- In the Administration Screen, take a look at the Posts Screen. You can use the tabs under the Posts Menu to write and manage your posts. In order to write your first post press the “Add New” tab.
- Fill in the title
- Write your post
- When you finish press “Publish”
- WordPress lessons [http://codex.wordpress.org/WordPress\\_Lessons](http://codex.wordpress.org/WordPress_Lessons)
- WordPress tutorial <http://www.youtube.com/watch?v=nvcITIgP1lQ>

## 2.2 Toolbar

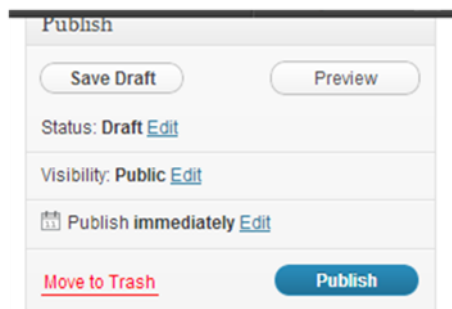


There is one common toolbar that is used when writing posts and pages, the formatting toolbar. This initial toolbar contains icons for common formatting actions such as bold, italic, strikethrough, numbered list, bulleted list, alignment, spell check, tag addition and full screen mode.

Figure 4 Toolbar

## 2.3 Publish or save as draft

When you finish your post you can publish it or you can save it as draft and publish it another time.



When you finish your post you can publish it or save it as Draft

Figure 5 Publish

### 3. Categories

Categories allow the broad grouping of posts topics when you want to describe a post. But when you want to describe a post in more specific terms, you would have to use or add more categories, or you can start adding tags.

#### 3.1 Why to use categories

Categories allow the broad grouping of posts topics when you want to describe a post. But when you want to describe a post in more specific terms, you would have to use or add more categories, or you can start adding tags.

#### 3.2 Create a category

In the Posts > Categories tab, in the **Add New Category** are, fill in the information about your category. Continue to add your *parent* categories, going down the list. Hold off on entering sub-categories until all the main categories are entered.

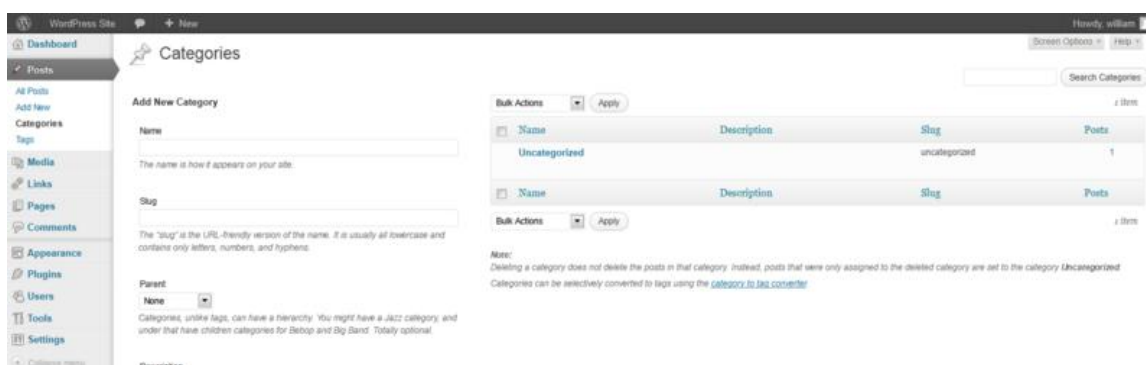


Figure 6: Create a category

#### 3.3 Put post in categories

- From the **Posts > Category Screen**, click on the tab for All Posts.
- Create new post
- On the right side of the screen you will see your **Categories**.
- Choose one of them by clicking in the box next to it.
- Press Publish

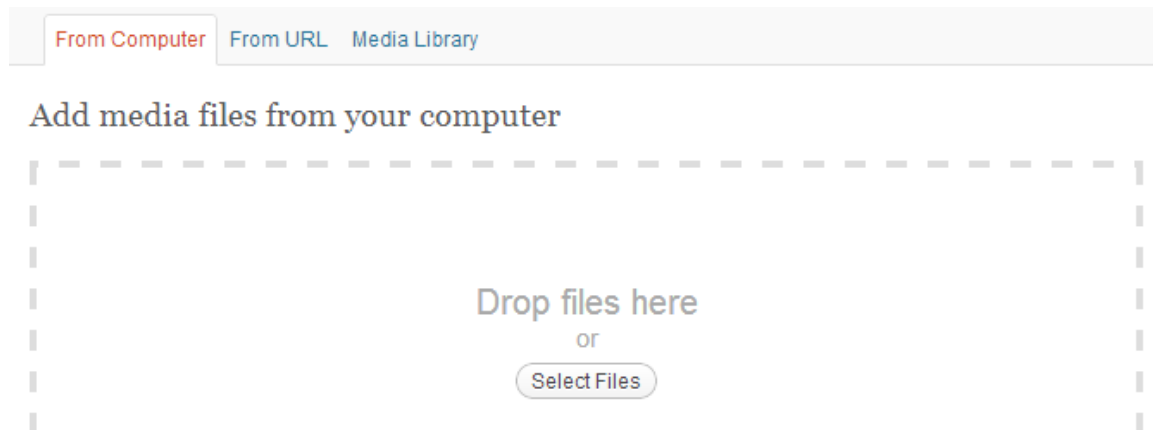
## 4. Upload media

**WordPress** makes it easy to add images to your content. Images can be used in your pages or your posts directly.

You also can use the insert picture icon to insert a picture that you want to link to, without uploading to your server. Use captions, descriptions and the gallery for display all images attached to your posts or page.

### 4.1 Photo upload methods

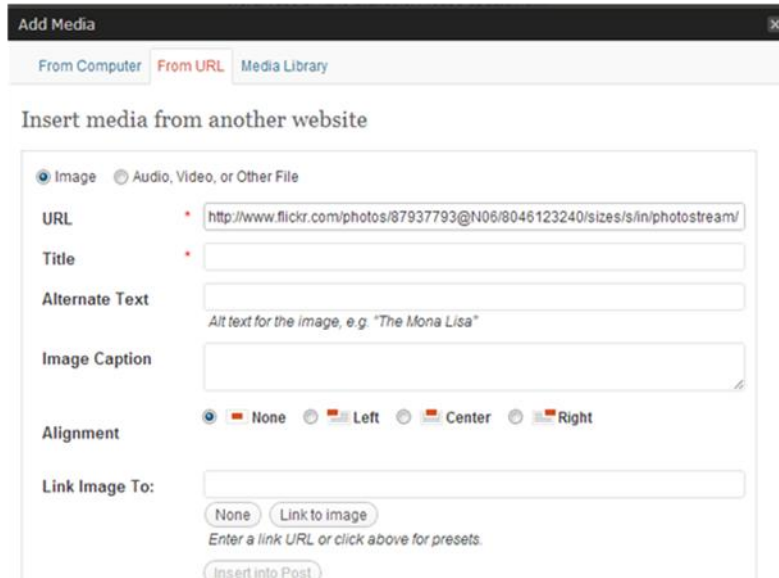
1. You can drag and drop your files into the box that appears
2. Click Select Files to choose a picture from your computer to upload
3. Choose an image from gallery
4. Insert media from another website with url



**Figure 7: Photo uploads methods**



### 4.1.1 Insert media from URL



Paste the url of your image and press "Insert into Post"

Figure 8: Insert media from URL

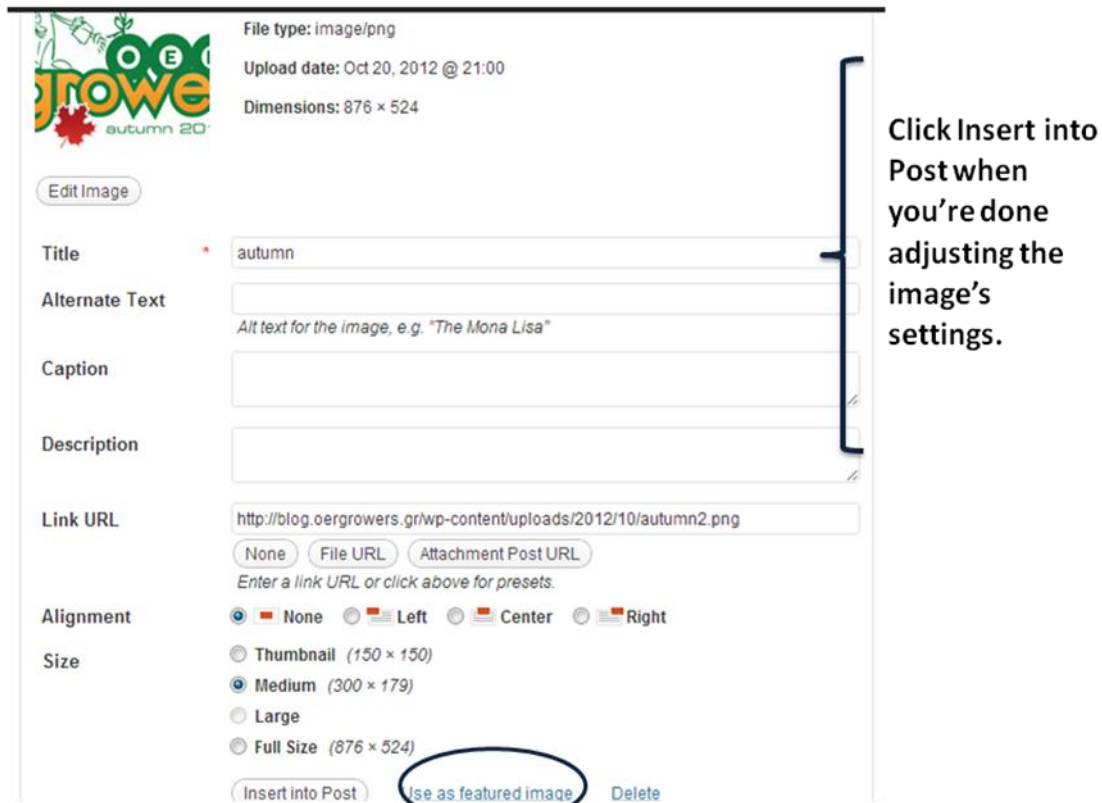
## 4.2 Insert when editing/creating

- Go to Posts -> Add New or open an existing post in editing mode.
- Place your cursor where you would like the image to appear, then click on the media icon above your post/page editor:



Figure 9: Upload/ Insert

## 4.3 Edit setting



File type: image/png  
Upload date: Oct 20, 2012 @ 21:00  
Dimensions: 876 × 524

[Edit Image](#)

Title

Alternate Text   
Alt text for the image, e.g. "The Mona Lisa"

Caption

Description

Link URL   
[None](#) [File URL](#) [Attachment Post URL](#)  
Enter a link URL or click above for presets.

Alignment ☒ None ☐ Left ☐ Center ☐ Right

Size ☐ Thumbnail (150 × 150) ☒ Medium (300 × 179) ☐ Large ☐ Full Size (876 × 524)

[Insert into Post](#) [Use as featured image](#) [Delete](#)

Click Insert into Post when you're done adjusting the image's settings.

Figure 10: Edit settings

## 4.4 Media Library

The Media Library allows you to edit, view, and delete Media previously uploaded to your blog. Multiple Media objects can be selected for deletion. Search and filtering ability is also provided to allow you to find the desired Media.

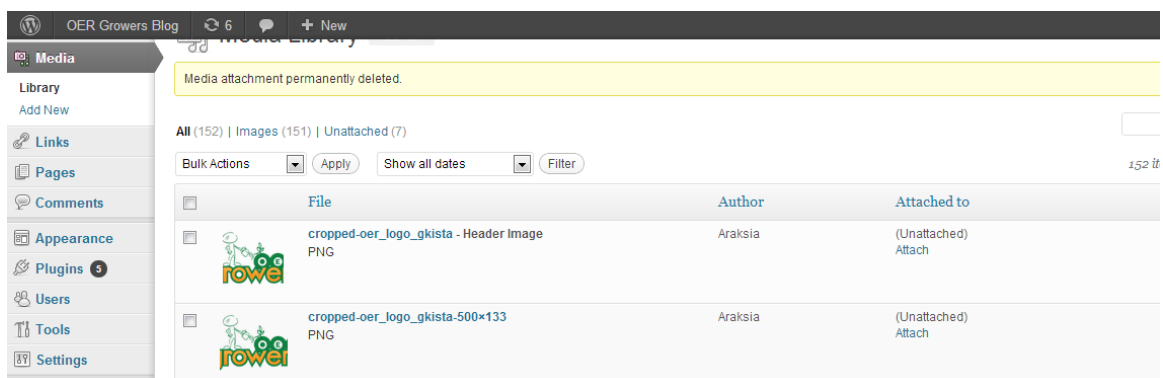


Figure 11: Media library



## Links

- How to create new post <http://howtolearnwordpress.net/home/modules-1-7/how-to-create-new-posts-in-wordpress/>
- WordPress lessons [http://codex.wordpress.org/WordPress\\_Lessons](http://codex.wordpress.org/WordPress_Lessons)
- WordPress tutorial <http://www.youtube.com/watch?v=nvcITIgP1IQ>
- How To Add Images To Your Posts And Pages  
<http://www.youtube.com/watch?v=FxxFt3a0T5w>